



Policy: 4610  
Procedure: 4610.02  
Chapter: Community Corrections  
Rule: Parole Officer Assignment

Effective: 09/29/06  
Replaces: N/A  
Dated: 10/10/00

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Community Corrections Division shall establish guidelines for parole assignment to each new juvenile committed to the Department. (Corresponds to Case Management Standards [1.1](#))

**Rules:**

1. Within 12 hours of a juvenile's arrival to a secure facility **RAC EMPLOYEES** shall:
  - a. Advise the Parole Supervisor of the new commitment by e-mail or fax; and
  - b. Send the juvenile's Court Packet in overnight mail to the assigned Parole Supervisor according to the juvenile's family address ([Refer to Standards 1.1](#)).
2. The **PAROLE SUPERVISOR** shall then:
  - a. Review the court packet within 24 hours;
  - b. Assign the juvenile to a Parole Officer within three working days according to the juvenile's home address:
    - i. If within the Phoenix and Tucson metropolitan areas, the assignment shall be based on the juvenile's home address and/or specialized caseload;
    - ii. If within rural counties, the assignment shall be based on the county of residence;
    - iii. Any transfer is contingent upon a juvenile's move to a new address and/or verification of conflict of interest that may preclude the assigned Parole Officer from objectively supervising the juvenile's case.
  - c. Enter the Parole Officer assignment into the Parole Officer Assignment Log and into Windows Youthbase.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: